

The Glen Cove Community Development Agency (CDA) held a regular business meeting in the 2<sup>nd</sup> floor conference room at Glen Cove City Hall located at 9 Glen St., Glen Cove, NY 11542 on Tuesday, April 26, 2022. Chairperson Panzenbeck welcomed the board members and officially called the meeting to order at 6:11PM. The following members were present:

**CDA BOARD MEMBERS:**

Chairperson Panzenbeck  
Vice Chair Hartley  
Gigi Ferrante  
Suzanne White

**ABSENT:**

*Dr. Danielle Willis*  
*Francine Koehler*  
*Nelson Rivera (participated by videoconference)*

**ALSO PRESENT:**

Ann S. Fangmann – Executive Director  
Margo Zoldessy, Chief Financial Officer  
Camille Byrne, Secretary

**MINUTES:**

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held March 29, 2022 and asked for a second. The motion was seconded by Vice Chair Hartley. Motion carried as follows:

**CDA MEMBERS**

Chairperson Panzenbeck  
Vice Chair Hartley  
Gigi Ferrante  
*Francine Kohler*  
*Nelson Rivera*  
Suzanne White  
*Dr. Danielle Willis*

**VOTING**

AYE  
AYE  
AYE  
*Absent*  
*Absent*  
AYE  
*Absent*

**EXECUTIVE DIRECTOR REPORT:**

Ann Fangmann informed the board members that the Agency received notification of a grant award in the amount of \$1 million for the Nancy Court Pump Station under the Federal Infrastructure Bill and an additional award in the amount of \$3 million for the Duck Pond Road Pump Station under the Environmental Facilities Corporation WIIA Program. It was noted that the three wells at Duck Pond Road represent over 60% of the City of Glen Cove’s water supply. Funding from these grants will greatly help the City to uphold the productivity and quality of water from these wells.

**FINANCE REPORT:**

Margo Zoldessy provided the members with her financial report for CDA and Section 8 as follows:

**CDA (Budget to Actual Jan thru Mar’22)**

**(1) Revenue**

- **CDBG Grant Revenue: \$73 k** incurred as compared to the annual budget of **\$472 k**

**(2) Expenses**

- **Salaries and benefits: \$47 k** incurred as compared to the annual budget of **\$214 k**
- **Professional Expenditures: \$7.5 k** incurred as compared to the annual budget of **8 k**
- **Other expenses: \$ 600** incurred as compared to the annual budget of **\$5.8 k**
- **Operating Results: \$7 k** surplus

**Section 8 (Budget to Actual Jan thru Mar'22)**

**(1) Revenue**

- **HAP Revenue: \$ 1.25 million** received from HUD compared to the annual budget of **\$5.1m**
- **HAP Admin: \$98 k** received compared to the annual budget of **\$395 k**
- **Interest: \$246** compared to the annual budget of **\$623**

**(2) Expenses**

- **Salaries and benefits:** incurred for **\$79 k** compared to the annual budget of **\$322 k**
- **Expenditures:** for HAP (*housing assistance payments*) incurred for **\$ 1.25 million** compared to the annual budget of **\$5.1 million**
- **Professional Expenditures:** incurred **\$8 k** as compared to the annual budget **\$54.5 k**
- **Other expenses:** incurred **\$ 2 k** as compared to the annual budget of **\$19 k**
- **Operating Results: \$ 55 k** surplus

Margo also informed the members that she is undergoing an audit for Section 8 in accordance with the HUD federal fiscal year ending 3-31-22 regulations.

**UNFINISHED BUSINESS:**

Chairperson Panzenbeck made the following announcements:

- The final version of the 2021 Financial Statements were received from our auditors and a copy of the report has been distributed to all members this evening.
- The Secretary has sent out reminders about Authorities Budget Office Board Training schedule in May and she encourages all members to please sign up for a session in May if possible. Camille Byrne will be happy to assist members in signing-up for training webinars and she will keep our members apprised of future dates as they become available.

**NEW BUSINESS:**

Chairperson Panzenbeck informed the members that the New Business item for discussion this evening is a Commercial Façade Rehabilitation Grant for Glen St. Deli, 33 Glen Street, Glen Cove, NY. Ann Fangmann provided the members with the history of this request dating back to 2020 and then put on hold due to the COVID-19 pandemic. The owner of the business located at 33 Glen St. is expanding into a vacant storefront next door from his current business (35 Glen St.). This business expansion will provide both indoor dining, marketplace as well as continuation of take-out service. The members were provided with before and during initial construction photos to demonstrate the improvements that this rehabilitation will make to this area of Glen Street. The façade improvements consist of new storefront, awning, lighting, window upgrades and brick work. The CDA Commercial Façade Rehabilitation Grant being offered is earmarked toward the storefront and awning replacements. The business owner provided documentation of three estimates for the work being proposed and also provided

documentation of the investment made personally by both the business owner and building owners. Tonight's resolution is proposing a Commercial Façade Rehabilitation Grant to reimburse the business owner an amount not to exceed \$45,000.00 subject to approved building permit, completion of façade renovation project to the satisfaction of the Glen Cove Building Department and demonstration of payment in full to the contractors.

**RESOLUTIONS:**

Chairperson Panzenbeck asked the members if there were questions about this resolution. Ms. Ferrante expressed concern over the columns in the façade of the two storefronts. Ms. Fangmann advised that is something that the Building's Department will address and the approval of the grant will be contingent on Building Department approval and final inspection. Ms. White and Mr. Hartley both expressed that they were pleased that the CDA Commercial Façade Rehabilitation Grant will help this small business expansion and that the improvements will revitalize this portion of Glen Street. As there were no further questions, Chairperson Panzenbeck made a motion to adopt resolutions 6(a) and asked for a second.

**Resolution 6(a): Glen Cove CDA approving a Commercial Façade Rehabilitation Grant to Glen Street Deli, 33 Glen Street, Glen Cove, NY 11542**

Motion to adopt CDA Resolution 6(a) was seconded by Vice Chair Hartley. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
<i>Francine Kohler</i>	<i>Absent</i>
<i>Nelson Rivera</i>	<i>Absent</i>
Suzanne White	AYE
<i>Dr. Danielle Willis</i>	<i>Absent</i>

**ADJOURNMENT:**

There being no further business to come before the CDA board, Chairperson Panzenbeck made a motion to adjourn the meeting and asked for a second. Motion to adjourn seconded by Vice Chair Hartley. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
<i>Francine Kohler</i>	<i>Absent</i>
<i>Nelson Rivera</i>	<i>Absent</i>
Suzanne White	AYE
<i>Dr. Danielle Willis</i>	<i>Absent</i>

The CDA meeting adjourned at 6:33 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA